

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						IDSS-6 SD 103.22	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
REPORT OF RECORDS HOLDINGS IN LOG OFFICES FY 1970						<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
<input checked="" type="checkbox"/>		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
2		Yearly			2		
7. FORMAT (memorandum, form, computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Form		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			IF YES GIVE ADP PROCESSING NO.		
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OI/SD/SMB/IDSS							
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS 08	4.31		2	=	8.62		1 8.62
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						8.62	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
14. FUTURE GOALS							
15. ACTION PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain)	
						MAN-HOURS DOLLARS	
16. DATE OF INVENTORY		17. NAME OF PERSON FURNISHING INFORMATION				18. EXTENSION	
6 October 1970		A/Chief, IDSS/SMB/SD/OI					